

Adjutant General's Department

7/31/2012

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

<i>Open to:</i> <i>1-Present State employees of TAG Dept</i> <i>2-All State employees'</i> <i>3-Public</i>					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified Full-time	NEW Accountant II https://www.da.ks.gov/ps/pub/reginfo.asp?id=172497	State Comptroller	August 12, 2012
Topeka	1,2,3	Unclassified Full-time	Fire Protection Specialist https://www.da.ks.gov/ps/pub/reginfo.asp?id=172411	190 th CEF Forbes	Open Until Filled
Topeka	1,2,3	Unclassified Full-time	Fire Protection Supervisor https://www.da.ks.gov/ps/pub/reginfo.asp?id=172317	190 th CEF Forbes	Open Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Accountant II State Comptroller's Office, Topeka, KS

Requisition # 172497 – Open until August 12, 2012 – Full time, unclassified with benefits, state position, \$19.16 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

Job Description: Manage all accounting activities and reporting requirements relating to the administration of Air National Guard Cooperative Funding Agreements (CFA) between the National Guard Bureau and the Adjutant General's Department of Kansas for Facilities Operations & Maintenance Programs, Security Programs, Environmental Programs, and Fire Protection Programs for the Air National Guard and for Kansas STARBASE. Develop and maintain records, files and accounting systems to fully account for all purchase requests that are submitted for the related CFAs. Review and audit purchase request to determine if the goods/services requested are in compliance with the CFA. If in compliance, compute necessary funding splits and submit requests into the state accounting and reporting system, SMART, and insure chart field funding is completed and accurate including all state and federal required codes. Maintain a record/file of all purchase requests. After satisfactory completion of the purchase, insure invoice and payment certifications are received then processed for payment in a timely manner.

Minimum and Preferred Qualifications: Requires experience in professional accounting/auditing work. Prefer: Formal education or training in accounting or business. Ability to evaluate the soundness of financial practices and the compliance with state and federal laws and regulations. Ability to detect and reconcile discrepancies in financial records. Good organizational work habits. Ability to establish and maintain effective working relationships with co-workers and representatives of other agencies or departments. Knowledge of the State of Kansas accounting system SMART. Working knowledge of Microsoft software package including access, Excel and Word.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.

Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #172497. The Adjutant General's Department is an Equal Opportunity Employer.

Fire Protection Specialist 190th Air Refueling Wing, Forbes Field, Topeka, KS.

Requisition # 172411 – Open until filled – Full time, unclassified with benefits, state position, \$28,308.80 to \$34,448.96 annual salary, \$11.83 to \$15.97 hourly rate based on 2,912 hours per year, salary depending upon qualifications. Hazmat Technician certification incentive is available. 24 hour shifts. This position is OPEN UNTIL FILLED, so please get your applications in as soon as possible.

Job Description: Fights aircraft, wheeled vehicle, structural and wild land fires; hazmat response; communications centers monitoring; inspections; facility/fire vehicle maintenance; and training.

Minimum and Preferred Qualifications: Requires national certification as a Fire Fighter I and Fire Fighter II; national certification as an Airport Fire Fighter, Hazardous Materials Awareness and Operations required. Must obtain NREMT certification within 1 year of hire; DL-Class A or Class B and pass the pre-employment physical. Must complete and/or maintain designated training, certifications and physical requirements as a condition of employment.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

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Fire Protection Supervisor 190th Air Refueling Wing, Forbes Field, Topeka, KS.

Requisition # 172317 – Open until filled – Full time, unclassified with benefits, state position, \$13.04 per hour, negotiable based on qualifications. This position works a 24/48 schedule. This position is OPEN UNTIL FILLED, so please get your applications in as soon as possible.

Job Description: Supervises a shift of four (4) fire fighters in making management decisions in solving problems, providing precise and accurate decisions for firefighting guidance. This includes but is not limited to, timesheets, approving leave, staffing, counseling, observing and evaluating performance. This requires knowledge of and the ability to interpret and apply directives fairly. Employee acts as the Wing Fire Chief in his/her absence. Employee also performs rescue, fire suppression, firefighting, hazardous materials containment and control and/or emergency medical services duties during emergency incidents.

Minimum and Preferred Qualifications: Requires successful completion of a full four year (4) high school curriculum or GED equivalent. Also requires five (5) years of firefighting experience with progressive leadership responsibilities, four (4) years must be in airfield firefighting; possess the following certifications, DOD Fire Officer III; Hazardous Material Operations; Hazardous Materials Incident Command; and Airport Firefighter. Position requires certification of Emergency Medical Technician in 12 months; NIMS 100-400 & 700 and 800, State of Kansas Basic Supervisory course, and Air Force Incident Management course within 24 months. Must pass NFPA 1582 pre-employment physical and physical condition assessment. Applicants must be physically able to perform efficiently the duties of the position for which they are considered. This position requires arduous physical exertion under rigorous and unusual conditions.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

How to Apply: The application process has 4 STEPS.

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